



# Understanding OFCCP's Recordkeeping Requirements

## Executive Order 11246

Which Contractors	Which Records	How Long
<p><b>Supply and Service Contractors &amp; Construction Contractors</b>                      With more than \$10,000 in federal contracts, subcontracts, federally-assisted construction contracts or subcontracts (41 CFR 60-1.5(a)).</p>	<p>Personnel or employment records (e.g., applicants, hires, interviews, promotions, tests, compensation, terminations, etc.) (41 CFR 60-1.12(a)).</p>	<p><b>2 years</b> from the time the record was made or the personnel action was taken (whichever is later).  <b>Exception:</b> Contractors with fewer than 150 employees or less than \$150,000 in a contract keep the records for 1 year.</p>
<p><b>Supply and Service Contractors</b>                      With 50 or more employees and a federal contract or subcontract of \$50,000 or more (41 CFR 60-1.40(a)).</p>	<p>Executive Order Affirmative Action Program (AAP) as described in 41 CFR 60-2.10 and all supporting documentation including, but not limited to, good faith efforts, and the identification of problem areas (41 CFR 60-1.12(b)).</p>	<p>Contractors must maintain their current year AAP and documentation of good faith efforts, and must preserve the AAP and documentation of good faith efforts for the immediately preceding AAP year.  <b>Exception:</b> Contractors not covered by the AAP requirement in the immediately preceding AAP year, would only maintain the current year AAP.</p>
<p><b>Construction Contractors</b>                      With any number of employees and contracts, subcontracts, federally-assisted construction contracts and subcontracts of more than \$10,000 (41 CFR 60-1.5(a)).</p>	<p>Documentation of efforts to implement the 16 affirmative action specifications (41 CFR 60-4.3(a)7).</p>	<p><b>2 years</b> from the time the record was made or the action was taken (whichever is later).  <b>Exception:</b> 1 year if the contractor has fewer than 150 employees or less than \$150,000 in a contract.</p>

## Resources

**Where can I learn more?**

Find more information and tools at [www.dol.gov/ofccp](http://www.dol.gov/ofccp):

- **Frequently Asked Questions**
- **Sample Affirmative Action Program**
- **Workplace Posters**

**Who can I contact for assistance?**

Additional assistance is available:

- **Call OFCCP's Toll-Free Help Line 1-800-397-6251 (TTY 1-877-889-5627)**
- **Online at [www.dol.gov/ofccp](http://www.dol.gov/ofccp)**